



## SEVERE ACUTE RESPIRATORY SYNDROME

### GUIDELINES AND RECOMMENDATIONS

### Instructions for Collecting and Shipping Internationally Originated Laboratory Specimens Associated with SARS with Corresponding Epidemiologic and Clinical Information

- 1) Complete the SARS Specimen Submission Form. This is available on the Internet at [www.cdc.gov/ncidod/sars/pdf/specimensubmissionform-sars.pdf](http://www.cdc.gov/ncidod/sars/pdf/specimensubmissionform-sars.pdf).
  - Ignore the field asking for a Mandatory CDC SARS number. This number is required for specimens being shipped to CDC from state health departments in the United States. It is NOT required for specimens being shipped to CDC from international locations.
  - Please provide a local/country identification number in the field designated "State Health Department Number." Cross out "State" and manually write in "Country/Local".
  - Please provide the country in which the specimen(s) are collected and from which they are being shipped.
- 2) Prepare the specimens
  - Clearly label the specimens with a patient identification number (matching the number on the SARS Specimen Submission Form), Date of Collection, and Type of specimen
  - Complete the SARS Specimen Submission Form for each patient from which specimens were collected and are being shipped
  - Pack the Specimen Submission Form in a zip lock bag and send it in the package with the specimens
- 3) Prepare and send a line list/spreadsheet including information essential for laboratory processing at CDC
  - Information includes: patient/local ID number, surname of patient, other names of patient, patient status (suspect SARS patient, probable SARS patient, other status), date of onset, type of specimen, date of collection, volume of specimen, how many tubes the specimen is in, clinical contact name and phone number, submitter contact name and phone number)
  - Send an electronic version of the spreadsheet/line listing accompanying the specimens to both of the following CDC e-mail addresses:
    1. mxd4@cdc.gov
    2. slb1@cdc.gov (number 1 not letter I)
    3. bzd3@cdc.gov
    4. hgh2@cdc.gov
  - The line list sent electronically should match the line list packed with the specimen(s).
  - Package/arrange the specimens in an ordered fashion (placed in ziplock bags with adsorbent material in the event of leakage) closely corresponding to the listing of patients and specimens in the spreadsheet.



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4) Complete the SARS International Case Report Form for each patient from whom specimens were collected and are being shipped. Send the completed forms with the shipment.

- The SARS International Case Report Form is available on the Internet at [www.cdc.gov/ncidod/sars/pdf/intcasereportform-sars.pdf](http://www.cdc.gov/ncidod/sars/pdf/intcasereportform-sars.pdf) (PDF)
- For those not having access to the Internet, the Form is attached in Appendix 1.
- The patient ID number on the case report form must match the patient ID number on the specimen submission form and in the electronic and printed spreadsheet/line listing

5) Collect specimens (nasopharyngeal wash/aspirate; nasopharyngeal /oropharyngeal swabs; bronchoalveolar lavage; tracheal aspirate or pleural tap; sputum; blood components including serum, whole blood (5-10 ml, absolutely no less than 1 ml); fixed tissue; frozen tissue; stool (10-50 ml) in a tightly sealed stool cup or urine container) according to the SARS guidelines and instruction form.

- Guidelines for Specimen Collection are available on internet at:  
[www.cdc.gov/ncidod/sars/specimen\\_collection\\_sars2.htm](http://www.cdc.gov/ncidod/sars/specimen_collection_sars2.htm) (HTML)  
[www.cdc.gov/ncidod/sars/pdf/specimencollection-sars2.pdf](http://www.cdc.gov/ncidod/sars/pdf/specimencollection-sars2.pdf) (PDF)

6) Package the specimens according to instructions.

- Guidelines for "Packing Diagnostic Specimens for Transport", are available on the Internet at  
[www.cdc.gov/ncidod/sars/packingspecimens-sars.htm](http://www.cdc.gov/ncidod/sars/packingspecimens-sars.htm) (HTML)  
[www.cdc.gov/ncidod/sars/pdf/packingspecimens-sars.pdf](http://www.cdc.gov/ncidod/sars/pdf/packingspecimens-sars.pdf) (PDF)
- Store and ship all non-tissue specimens on dry ice. Fixed tissues should NOT be frozen.
- Be sure to label all packages as **"Diagnostic Specimens. UN3373. Packed in compliance with IATA packing instructions 650."**
- Package should include:
  - Well organized and specimens packed according to instructions
  - Hardcopy of SARS specimen submission form
  - Hardcopy of spread sheet/line listing of specimens
  - Completed SARS Case Report Form
  - Diskette with spread sheet line listing (if not sent previously by e-mail)

Protect documentation from moisture by placing all forms in a zip-lock bag

7) Address and ship the specimens to:  
Attn: STAT Lab - SARS  
Centers for Disease Control and Prevention  
1600 Clifton Rd  
Atlanta GA 30333  
Phone: 404-639-0590



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8) Send the following information to the following CDC e-mail address before or at the time of shipment: [eoclogistics@cdc.gov](mailto:eoclogistics@cdc.gov)

- Name of traveler
- Name of shipping company
- Description of cargo content (number of specimens, type of specimens, how packed)
- Airline and Flight numbers into Port City and into Atlanta
- Dates of arrival into Port City and into Atlanta
- The 11 digit Airline Airway Bill number
- Estimated Times of Arrival into Port City and Atlanta
- Local contact number for the courier shipping and picking up shipment
- Names and contact information (e-mail address; phone number) for people who could be reached with regard to 1) specimen collection; 2) shipment.

9) If the originator of specimens does not have access to e-mail or the internet, send a request for printed materials to STAT Lab - SARS at the following fax number 1-404-639-0595. Include the following information in the request:

- The requester's name, organization, and address
- The fax number

For more information, visit [www.cdc.gov/ncidod/sars](http://www.cdc.gov/ncidod/sars) or call the CDC public response hotline at (888) 246-2675 (English), (888) 246-2857 (Español), or (866) 874-2646 (TTY)

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